

I'On Assembly Board of Trustees Meeting

April 16, 2018

Members Present: Jody McAuley, Trey Mathisen, Michael Purcell, Tom O'Brien, Chris Colen, Lori Bate and Johann von Asten

Members Absent: None

SCS: Jessica Gosnell and Mary Fraser

Guests: Michele Wilson, 224 Ponsbuy and Joyce Stiefel, 46 Sowell

Homeowner Forum: No comments. Homeowners present to listen to the meeting

Call to Order: 6:05 PM by Jody McAuley

Approval of Minutes:

Motion to approve the March 19, 2018 I'On Assembly Meeting Minutes. Motion Seconded. All in favor. Motion passed unanimously.

Presidents Report:

Jody reported on a few of the larger capital projects that are to be worked on in 2018. First, he reported on the dock expansion and the process of getting the necessary approvals. He stated that OCRM caused a timing delay on this project, specifically regarding their requirement of having a water quality test done. April 5, 2018 was the one-year mark for the testing to have been completed, and since they did not do the testing yet, it can no longer hold up the process. We've reached back out to the attorney so that we can move forward with this project in a timely manner.

The Walbeck vs Graham lawsuit came to fruition for appeal on April 12th. Jody spoke with our attorney, and stated that we are to get a summary of what happened from our lawyer and report the outcome to the community once we receive that info. We hope to have the next course of action by next month's meeting.

No other formal updates were reported.

Treasurer Report:

Johan reported that the budget is tracking as planned for the year. He then reported that the three infrastructure line items on the balance sheet were to be combined

into one, and that after these changes have been made, the replacement reserve account will show the actuals. Johann stated that utility costs are lower than usual and stated that dock closures are ahead of schedule. It was noted that even with the current funding of capital projects, that we are still below budget.

Johann then brought the revised collection policy to the Board's attention. Johann pointed out the effort that Jessica put in to see who has previously been on the delinquency list and pointed out how many repeat offenders there are. Johann summarized the collection schedule and stated how the HOA only imposes one \$25 late fee after 30 days. He stated that \$25 is extremely low for all the work that is put in to track them down. The changes that were made were as follows: It was noted that late fees are to begin starting February 1st instead of March 1st. After being 30 days late, the titleholder will be charged a late payment fee of \$50 instead of the previous \$25. If the titleholder is late after 60 days, an additional \$100 late fee will be charged to their account plus the SCS administrative fees. Then at 90 days late, delinquent owners will be charged an additional \$150 late fee, SCS administrative fees, a lien will be filed, and the account will be turned over to the attorney for collections. The revised collection policy can be found on the website and will be sent out to all residents with the 2019 Annual Assessment.

Tom motioned to approve the revised collections policy. Motion Seconded. All in favor. Motion passed unanimously.

Amenities Report:

Trey reported that he and Jessica met with a homeowner regarding painting lines for a pickle ball court on the sports court. The homeowner taped the court off to show them what it might look like with a pickle ball court. They discovered that it would require repainting the entire court. Tom pointed out that owners would not be able to play basketball and pickle ball at the same time, which was the entire reason why we got the sports court. It was decided that if we were to do this project, we would need to do a separate court. It would free up multiple issues like bringing separate nets, etc. It is only practical for another court. With 4-Square, batter's box, etc. there is just no room for pickle ball as well. Jody pointed out the possibility of the interested homeowners getting a group together to come up with a design and ideas for a pickle ball court, and then the Board can review the idea again. If enough owners seem to be behind this project, then we can do another survey and decide if this is an amenity we need to add.

Trey provided a Waterfront Enhancement update; he and several others walked with Victor Dover to get ideas on how to enhance the waterfront area by the Creek Club. They also re-reviewed the plan that Earth Source provided several years ago. Victor is supposed to send ideas and perhaps a few sketches to us within the next week or two.

Jessica and Trey received a request for fraze mowing the soccer field from a homeowner. It was noted that this type of mowing redesigns the texture of the field to have a more even gradient. Tom pointed out that they had visited this idea previously, but there was a mole problem that made it not worth doing and also would cost the association over \$10,000. Jody pointed out that if there was a larger demand for the fraze mowing, we would possibly visit the idea, but there is not. He also said we made a lot of progress on reshaping the field, etc. Michael pointed out that the owner who requested can point out problems in the field. Jessica is to reach out to the owner to see if he'd like to walk the area with The Greenery and remind him that we visited this idea last year.

Jessica reported that she met with Derek from Carolina Dock and Marine and walked the docks with him. She stated that the cleats are coming out at the floating dock due to the corrosion caused by having two different metals touching each other. We are receiving quotes from Carolina Dock and Maine to add spacers between the cleats and the floating dock to stop the corrosion. A welder is also going to look at the broken slat on the dock that covers the piece where the two floating docks connect. The Frogmore ramp that is off center of the dock cannot easily be moved over because the ramp is too wide for that particular dock. Trey studied the area and determined if we move the ramp over even just a little bit, it will be hitting and rubbing the piling as the tides go in and out. Jessica reported that the other docks looked like they were in good condition. Trey asked if the deck coating that was done on the main dock and loading dock would be good for the other three docks. Jessica is going to get a quote for the resurfacing of the other three docks. Jody pointed out that the ramps on the marsh trail should be inspected as well as this material may be good for them as they get slippery with mildew and when wet after a rain.

Chris asked about the possibility of pressure washing the benches at the dock monthly, or bi monthly. He pointed out that some residents like to go out and sit on the benches while others put their fish bait in this area occasionally leaving a mess. Jessica is to talk to Jerry about using a sealant on the benches so that they are easy

to clean, and will also ask him to inspect them each week and wash them off when necessary.

Landscape and Infrastructure Report:

Michael first reported on the front entrance enhancement. He stated that Thomas and Hutton has been out and surveyed the area which was the first step in the project. Eddie Bernard with the Town has said we can remove the invasive vines in the buffer area. We are currently awaiting receipt of the stamped landscape plans from the landscape architect. Once those are received, we will review them with The Greenery make any necessary changes and then get them over to the Town and SCDOT for approval. It is at that point, once we have received approvals from both the Town and SCDOT, that we can get started on this project.

Next, Michael discussed the Saturday Road Park across from lot CV-5. Will Davis with Charleston Tree Company will be cutting down the structurally unsound trees as we have now received all required permits from the Town to take these trees out. We are on the schedule for boring in order to bring power and water to that area as well. It was noted that the design for this area will be similar to the Georgetown Park as it will be more of a passive park. The Greenery is to give us a sketch plan on the area. Johann pointed out the cost for this project would be about \$25,000. The Army Corp of Engineers called Jessica and asked for pictures of the trees we want removed in the wetland area and said we cannot remove the pile of debris because the stump and roots is in the wetland area. It was also noted that the ferns are growing back, which is great!

Michael reported that we are still awaiting a quote to repair the marsh path drain under the Frogmore/Isle of Hope bridge that blew out. We also plan to have the company look at the other drains as well to make sure they are functioning properly before hurricane season.

Next, Michael spoke about improving marsh trail around rookery and the idea of possibly adding mulch, plantation mix, or a mixture of both throughout the trail. It was noted that we are to keep the area looking natural per the Rookery Maintenance Plan. Jessica relayed to the Board she is looking for a new pressure washer to pressure wash the rookery bridges as the personal originally scheduled had to have emergency knee surgery and is now unavailable.

Tom Murray, with The Greenery, is still working on a long-term maintenance plan for the marsh trail.

Next, Michael discussed how we need a plan on keep the neighborhood looking great as the neighborhood ages. Michael asked that Chris and Tom come up with some ideas for us on how we can improve some of our aging landscaping. Michael stated that before we renew our contract, we will possibly have addendums in place to make sure that certain areas are being properly maintained. Michael also pointed out that we do not have irrigation in the right of way areas, which makes it difficult to keep plantings alive in these areas. Homeowners are supposed to maintain these areas, but with no irrigation, grass and plants do not easily survive. Michael mentioned the idea of the HOA to take over maintaining the ROW areas. It would look more consistent and pleasing throughout the neighborhood. Jessica will ask The Greenery to look into getting a proposal to maintain the right of way areas. Jessica and Mary will also determine how many ROW areas have issues.

Seasonal flowers were scheduled to be done today and mulch will be installed towards the end of May. Chris Marsh with The Greenery suggested that we try pine straw in areas where the mulch typically floats away during a rain. The Eastlake palm trees on the Sowell side now have Belgium blocks installed around the base. This was done in lieu of mulch that never stays in the tree well. Michele Wilson commented on how great the tree wells now look.

Lastly, it was noted that we should anticipate an increase of budget for next year in order to address all of the landscaping needs that we are finding. Michael also noted that The Greenery has started to slow down on leaf control and can now focus on other areas.

Covenants Committee:

Tom reported that Laura Tyson is no longer on the Covenants Committee as she has moved out of the neighborhood. The committee has a new volunteer, Eric Kracheck of 31 Isle of Hope Road, that needs to be officially appointed to the committee by the Board.

*A motion was made to appoint Eric Kracheck to the Covenants Committee.
Motion Seconded. All in favor. Motion passed unanimously.*

IDC Liaison Report:

Lori reported on the light poles and fixtures and stated that she hopes to have the exact amount from Mary Altman by May's meeting. Once she receives the amount, she will email to the rest of the Board.

Lori stated that Joe Barnes attended the last IDC meeting and proposed the idea of ending the I'On Design Committee review process, by implementing more of a coaching process in its place. The IDC plans to find out what the neighborhood's experience has been when going through the review process, and see if they like this idea. Tom mentioned several issues that the Covenants Committee and IDC face, and said he is glad that the IDC is in place, and that over time, a coaching process could be a bad idea for the community. Lori suggested that having a coach and revising the review process could be an option. Jody agreed that keeping the IDC review process in place is most beneficial to the community.

Lori will relay the Board's opinion to the IDC at the next meeting and come back to the Board at May's meeting.

Communications Committee:

Chris followed up on items from last month's meeting. We looked at new providers for the website and came up with 3 options. Our current website provider, Association Voice has a termination provision stating that we must give a sixty-day notice to generate no termination fee. We also received a contract from Cameron Conway with CamBuilt and distributed it to the Board. Chris reported that his site would be user friendly, provide a mobile app, online directory, and would support all web browsers. It was noted that we would still be able to print hard copies of the directory, and we would have both options. It would cost \$2,200 to get the website started. The ongoing cost would only be \$200 to \$250 per year. Tom asked about security protection and protecting owner's information, credit cards, etc. He also asked about Cameron owning the rights to anything we provide to him. Mary will go back to Cameron and see if he can change this verbiage in the contract. Jody pointed out that we need to have the contract sent to our attorney to read over and make sure we cover all of our bases. The monthly maintenance fee is on an as needed basis and would only be necessary when making big changes to the website, or possibly when it comes to the annual meeting online voting, online directory, etc.

Chris motioned to move forward with CamBuilt be the I'On website provider once a satisfactory contractual agreement has been written up. Motion Seconded. All in favor. Motion passed unanimously.

Next, the Board reviewed a draft email blast policy. This policy was drafted to address concerns of sending out too many e-blasts, in turn reducing the effectiveness of email notices from the Assembly. Chris stated that when homeowners receive multiple email blasts, they tend to disregard the information or unsubscribe. Jody stated that the whole point of email blasts is to reach as many residents as possible to inform them of important issues, therefore we need to monitor what and how much we e-blast. General Manager updates will be sent out quarterly to the community. It was noted that the Communications Committee is to make decisions on what is sent out on a case by case basis.

Motion to approve the email blast policy as submitted. Motion Seconded. All in favor. Motion passed unanimously.

Chris then discussed how Meegan Graham is looking to transition the newsletter editor to someone. He asked the Board to provide the committee with any names of people who may be able to edit the newsletter and have tech support. Jody noted that we may have to address the importance of the monthly newsletter. Chris also informed the Board that Michele Wilson volunteered for the Communications Committee, and needs to be appointed to the committee by the Board.

Motion to appoint Michele Wilson to the Communications Committee. Motion Seconded. All in favor. Motion passed unanimously.

Board of Appeals: No Report

Other Business: None

Went into executive session at 7:46PM.

Ended executive session at 8:01PM.

There being no further business to come before the Board of Trustees, the meeting adjourned at 8:02pm. Next meeting May 21, 2018.

Respectfully submitted by_____

I'ON ASSEMBLY, INC.
COLLECTION POLICY
REVISED April 12, 2018

WHEREAS, ARTICLE II, 2-104 of the Covenants, Conditions, Restrictions and Easements specifies the duty and obligation of each Titleholder to pay assessments to fund the expenses which the Assembly incurs or expects to incur and sets forth the obligations that may be imposed for failure to pay assessments, including the obligation to pay late charges in such amount as the Board of Trustees may establish by resolution, AND interest computed from the Due Date at a rate of 10% per annum or such higher rate as the Board of Trustees may establish, subject to limitations of Applicable Law, on delinquent assessments, AND the costs of collection including reasonable attorney fees; AND

WHEREAS, the Assembly has contracted with a professional management company to provide management services and supervision over certain contract services to the Assembly; AND

WHEREAS, the Board of Trustees has determined the need to amend the previously approved Collection Policy,

NOW THEREFORE, be it resolved that the Board of Trustees has elected to authorize its management agent to carry out the following amended policy with respect to all delinquent accounts, reserving to itself the right to modify or intervene in certain cases, as the Board sees fit.

- Payments of assessments are due on the date specified on the invoice (the “Due Date”) and will be delinquent after the final day of the month in which the Due Date occurs. (For example, if the due date is January 1, payments will be delinquent as of February 1.) **When payment becomes delinquent, the Titleholder shall be charged a late payment fee of \$50.00,** AND interest will be charged at 10% per annum, computed from the Due Date on the unpaid balance. In addition, a \$10 administrative fee will be charged.
- If payment is not received by the end of the second month following the Due Date, **the Titleholder shall be charged an additional late payment fee of \$100.00,** a second late notice will be sent, and a \$25 administrative fee will be added.
- If payment is not received by the end of the third month following the Due Date, **the Titleholder shall be charged an additional late payment fee of \$150.00** and the management company shall refer the account to legal counsel to file a lien on the Titleholder’s property. The Titleholder shall be responsible for all costs, expenses and fees associated with the collection of the delinquent assessment, including reasonable legal fees, whether or not suit is filed, as provided for in the Declaration of Covenants. Additional administrative fees of \$75 will be charged.

NOTE: If the assessment bill is returned due to an incorrect address, the management company shall perform the following actions:

- Check the Charleston County tax records to verify the address on file for tax bills and/or

**I'On Assembly, Inc,
Collection Policy Revised
April 2018**

- Verify the Titleholder's correct address by either calling any number listed in the Titleholder's record, and by consulting with the Finance Committee and/or the full Board as specific circumstances dictate.
- The performance or non-performance of this additional address verification by the management company shall not relieve the Titleholder of responsibility for any late fees, interest or legal expenses.
- When the account becomes 120 days past due and the amount of the delinquency (whether from annual assessments, fines or other amounts) exceeds \$1,000.00, including applicable late fees, interest, collection costs and attorney's fees, as well as any outstanding fines for violation, foreclosure action shall be authorized against the delinquent Titleholder. When foreclosure action is necessary, the Collections Attorney will continue to take action against the property owner, even if the past due amount falls under \$1,000 because of partial payments, until the balance is paid in full.
- Payment Plans: In cases of demonstrated hardship, and prior to referral to legal counsel for collection, the Board of Trustees may authorize the management company to accept a payment plan offered by the delinquent Titleholder; provided, that the proposed payment plan meets the following criteria:
 - The proposed plan requires the Titleholder to immediately sign a payment agreement and pay 25% of the total fees owed to the Assembly, including the annual assessment and any applicable late fees, collection costs and attorney's fees, including a one-time \$30.00 SCS administrative fee (the "Initial Lump Sum Payment"); and
 - The proposed payment plan requires the Titleholder to pay the remaining balance owed the Assembly in no more than three additional monthly payments following the Assembly's receipt of the Initial Lump Sum Payment; and
 - In the event that a single payment is missed, the entire payment plan shall become null and void and the remaining balance shall become due immediately, and the Assembly shall proceed with the appropriate collections actions in accordance with the policy.

The Board of Trustees reserves the right to modify this policy at any time in its sole discretion.

This is to certify that the Board of Trustees adopted the Revised Collection policy by unanimous consent, effective April 16, 2018, until such date as it may be modified, rescinded or revoked.



I'On Assembly Email Blast Policy

The Board of Directors is responsible for all information that is disseminated to the residents of the I'On Assembly by way of the official I'On website or email blast. Only information that is deemed HOA business or those topics that are crucial, important, or beneficial to homeowners and residents will be disseminated via email blast to the community. In this effort we have provided the following policy.

1. Email blast for all official business of the HOA and its Board will be done by the Property Manager at the direction of the Communications Committee Chairman and/or the Board President.
2. Email blasts outside of official business of the Board, but sanctioned by the Board (i.e. Committee Activities or I'On Trust Events) will be sent by the Property Manager at the direction and approval of the Communications Committee Chairman.

This is to certify that the Board of Directors adopted this amended resolution effective **April 16, 2018** until such date as it may be modified, rescinded or revoked.